

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, AUGUST 21, 2003  
8:15 A.M.**

Commissioners Present: Bernie Heier, Chair  
Ray Stevens, Vice Chair  
Larry Hudkins  
Bob Workman  
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:18 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, AUGUST 7, 2003 AND THURSDAY, AUGUST 14, 2003**

The following corrections to the Staff Meeting minutes of August 7, 2003 were noted:

- \* Change the name of the Cornhusker Place Director from Jim Bayard to Jim Baird in Agenda Item 5
- \* Change Jacob Trail North to Jamaica North Trail in Agenda Item 9a.

**MOTION:** Stevens moved and Workman seconded approval of the Staff Meeting minutes of August 7, 2003, as corrected, and August 14, 2003. Workman, Heier and Stevens voted aye. Schorr and Hudkins were absent from voting. Motion carried.

Schorr arrived at 8:20 a.m.

## 2 ADDITIONS TO THE AGENDA

Item held.

## 3 COMMISSIONER MEETING REPORTS

- A. Information Services Policy Committee - Stevens

No report.

- B. Monthly Meeting with Mayor, Public Building Commission (PBC) Chair and Vice Chair - Hudkins

Item held.

- C. Visitors Promotion Advisory Committee (VPAC) - Schorr

Schorr reported the following recommendations: 1) A \$500 Contingency Fund Award for the Organic Crop Improvement Association Annual Meeting; and 2) Appointment of Jerry Barnes, General Manager of The Cornhusker Hotel, and John Chapo, Executive Director of the Folsom Children's Zoo, to the VPAC.

### ADMINISTRATIVE OFFICER REPORT

- D. Visitors Promotion Advisory Committee (VPAC) Recommendation to Appoint Jerry Barnes, General Manager of The Cornhusker Hotel, and John Chapo, Executive Director of the Folsom Children's Zoo, to the VPAC

**MOTION:** Workman moved and Schorr seconded approval of the appointments. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

### RETURNING TO COMMISSIONER MEETING REPORTS

- D. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens, Workman

Stevens said discussion focused on the Lincoln Public Schools Budget.

- E. Lancaster County Fairgrounds Joint Public Agency (JPA) - Heier, Workman

Workman said a \$653,000 principal and interest payment on the bond was approved.

### **ACTION ITEMS**

- A. Common Agenda Items (September 2, 2003)

The following agenda items were requested: 1) Appointment of an ex-officio City Council Member to the Visitors Promotion Advisory Committee (VPAC); and 2) Presentation on the TRIM Electronic Recordkeeping System.

- B. Fall Retreat Date

The Board scheduled the retreat on October 23, 2003.

- C. Visitors Promotion Advisory Committee (VPAC) Recommendation of Contingency Fund Award Not to Exceed \$500 for Organic Crop Improvement Association Annual Meeting (February 9-14, 2004)

**MOTION:** Schorr moved and Stevens seconded approval of a Contingency Fund award, not to exceed \$500, for the Organic Crop Improvement Association Annual Meeting, contingent upon the showing of a loss. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

- D. Letter to Substance Abuse Mental Health Services Administration Designating Judith Tannahill, Community Mental Health Center, as Person Responsible for Jail Diversion Grant Draw Down

**MOTION:** Stevens moved and Workman seconded to authorize the Chair to sign the letter. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

### **ADMINISTRATIVE OFFICER REPORT**

- B. Amusement License Request from University Place Art Center

Eagan reported on a request from the University Place Art Center for waiver of the County's 45-day filing requirement for an amusement license relating to a fund raising event scheduled for September 14, 2003.

The Board requested a review of guidelines for obtaining an amusement license and a special designated license.

- D. Visitors Promotion Advisory Committee (VPAC) Recommendation to Appoint Jerry Barnes, General Manager of The Cornhusker Hotel, and John Chapo, Executive Director of the Folsom Children's Zoo, to the VPAC

**MOTION:** Workman moved and Schorr seconded approval. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

- E. Letter to Department of Motor Vehicles Regarding Rural Address Changes

Eagan distributed a letter (draft) to the Nebraska Department of Motor Vehicles indicating: 1) Lancaster County is in the process of correcting inaccurate rural addresses and assigning street numbers to properties which previously carried only a rural route or box number; and 2) Support of the Department of Motor Vehicles' position that the requirements of Nebraska Revised Statute §60-4, 120 (2)(cum. supp. 2002) do not apply to individuals whose addresses are being changed by the County as described above (Exhibit A).

Hudkins arrived at 8:40 a.m.

#### **RETURNING TO ADDITIONS TO THE AGENDA**

- A. Memorandum of Agreement Between Health Partners Initiative and Lancaster County (Community Mental Health Center) (Exhibit B)
- B. Meeting with Representatives of Bryan/LGH Hospital
- C. Hiring Requests:
  - 1. Mental Health Specialist
  - 2. Community Corrections Field Specialist
  - 3. Community Corrections Coordinator
- D. Correspondence Regarding EMS, Inc. (Sent to the County Commissioners' Office)
- E. Lancaster Manor Advisory Committee (Commissioner Meeting Report)

**MOTION:** Stevens moved and Workman seconded approval of the additions to the agenda. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- 4     **A) COUNTY CHANGE OF ZONE NO. 215, TEXT AMENDMENT TO THE COUNTY ZONING RESOLUTION FOR FEE INCREASES; B) COUNTY MISCELLANEOUS NO. 03006, TEXT AMENDMENT TO THE COUNTY SUBDIVISION RESOLUTION INCREASING FEES; C) COUNTY MISCELLANEOUS NO. 03007, FEE FOR REQUESTS TO AMEND THE COMPREHENSIVE PLAN; AND D) UPDATE ON RURAL STUDIES (COST OF SERVICES, ACREAGE BUILD-THROUGH AND ACREAGE POINT SYSTEM) - Marvin Krout, Planning Director; Mike DeKalb, Planning Department**

**A) County Change of Zone No. 215, Text Amendment to the County Zoning Resolution for Fee Increases; B) County Miscellaneous No. 03006, Text Amendment to the County Subdivision Resolution Increasing Fees; and C) County Miscellaneous No. 03007, Fee for Requests to Amend the Comprehensive Plan**

Mike DeKalb, Planning Department, presented the following: 1) Lancaster County Zoning and Subdivision Fee Schedules; and 2) City of Lincoln Subdivision and Zoning Fee Schedules (Exhibit C). He explained that the City has streamlined its process and is trying to recapture costs through fees. Fees for the County would be increased to match the City's, with the exception of the Board of Zoning Appeals. DeKalb said the Planning Commission has recommended approval of County Change of Zone No. 215 and County Miscellaneous No. 03006 and denial of County Miscellaneous No. 03007. The City Council has approved all three, with minor amendments.

Marvin Krout, Planning Director, said the City Council's resolution clarifies that individual City Council members may submit Comprehensive Plan amendments without a fee charged and an applicant, aggrieved party, or City Council member, may appeal a decision to a higher body without paying a fee.

Kerry Eagan, Chief Administrative Officer, asked that the fee schedule be corrected to reflect that the County does not have R-1, R-2, R-3 and R-4 zoning.

**MOTION:** Hudkins moved and Workman seconded to: 1) Schedule County Change of Zone No. 215, County Miscellaneous No. 03006 and County Miscellaneous No. 03007 on a Board of Commissioners Meeting agenda; and 2) Indicate that a fee will not be charged if a majority of the County Board submits a request to amend the Comprehensive Plan. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

**D) Update on Rural Studies (Cost of Services, Acreage Build-Through and Acreage Point System)**

DeKalb distributed copies of Draft Acreage Studies Schedule and a membership list of the Acreage Resource Group (Exhibits D & E).

The Board asked that discussion with members of the Acreage Resource Group be scheduled on a Staff Meeting, prior to September 22, 2003.

DeKalb explained, in response to a prior question from the Chair, that the Planning Department absorbed the excess cost of the Cost of Services analysis.

**ADDITIONS TO THE AGENDA**

- A. Memorandum of Agreement Between Health Partners Initiative and Lancaster County (Community Mental Health Center) (Exhibit B)

**MOTION:** Hudkins moved and Schorr seconded to authorize the Chair to sign the memorandum of agreement, with ratification at a Board of Commissioners Meeting. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- C. Hiring Requests:
  - 1. Mental Health Specialist

**MOTION:** Hudkins moved and Stevens seconded approval. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

- 5 **INTEGRATED CARE COORDINATION UNIT (ICCU) GRANT**  
**WRITER** - Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director; Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director

Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, presented Integrated Care Coordination Unit (ICCU), Fourth Quarter Report, Financial, April 1, 2003 through June 30, 2003 (Exhibit F). She explained that it is likely that the ICCU will move to Region V within the next year.

Schrepf said she would prefer to utilize the services of a grant writer with background on issues relating to the ICCU contract than the services of Randall Funding & Development, Inc., the firm on contract with the County.

**6 UNCLASSIFIED EMPLOYEE SALARIES** - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager; Gary Lacey, County Attorney; Dennis Keefe, Public Defender; Diane Carlson, Deputy County Attorney

Gary Lacey, County Attorney, and Dennis Keefe, Public Defender, presented salary recommendations for attorneys (Exhibits G & H).

**MOTION:** Hudkins moved and Stevens seconded to adopt the salary recommendations and to direct the County Attorney's Office to prepare a resolution for a Board of Commissioners Meeting. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

The Board reviewed a recommendation from Terry Wagner, Lancaster County Sheriff, regarding increases in salaries for Sheriff's Captains (see agenda packet).

**MOTION:** Workman moved and Schorr seconded to forward the recommendations for action at a Board of Commissioners Meeting.

**AMENDMENT:** Schorr moved and Hudkins seconded to reduce the salary increase for Captain Todd Duncan from 13.8 percent to 10 percent (a decrease from \$69,000 to \$66,616). Hudkins, Stevens and Schorr voted aye. Heier and Workman voted no. Motion carried.

**ROLL CALL ON THE AMENDED MOTION:** Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

John Cripe, Classification and Pay Manager, said he conducted a salary survey for the Corrections Director position and reported a median salary of \$75,222.

**MOTION:** Schorr moved and Workman seconded to set the Correction Director's salary at \$85,000, a 4.8 percent increase. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

The Board reviewed a recommendation from Dean Settle, Community Mental Health Center (CMHC) Director, regarding increases in salaries and hours for psychiatrists at CMHC (see agenda packet).

**MOTION:** Hudkins moved and Workman seconded approval of the recommendations for psychiatrists. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

Eagan said the presiding District Court Judge has not submitted a recommendation for the Bailiffs and Child Support Referee.

Stevens requested clarification of the motion at the August 14, 2003 Staff Meeting to increase directors' salaries by three percent, pointing out that Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director, was recently promoted and her name was not included in an exhibit that contained directors' salary information. He questioned whether the increase would apply to her as well.

**MOTION:** Hudkins moved and Schorr seconded to clarify that the Board did not intend to increase the salary for Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director, as a result of the motion at the August 14, 2003 Staff Meeting. Hudkins, Schorr, Heier and Workman voted aye. Stevens voted no. Motion carried.

Eagan said he believes Gwen Thorpe, Deputy Chief Administrative Officer, is deserving of a greater salary increase and offered to shift a portion of his salary increase to Thorpe if there are not sufficient funds in the budget.

The Board did not take action on the matter.

Diane Carlson, Deputy County Attorney, presented Resolution in the Matter of Adopting Benefits for County Employees in the Unclassified Service (draft) (Exhibit I).

- 7 DISTRICT COURT CLERK MICROFILM CAMERA** - Sue Kirkland, Clerk of the District Court; Linda Sanchez-Masi, Chief Deputy Clerk of the District Court; Brian Pillard, Records & Information Manager

Sue Kirkland, Clerk of the District Court, requested authorization to purchase new scanning equipment as the existing equipment is antiquated and can no longer be repaired. The equipment will serve as a stop gap measure until the Judicial Users System to Improve Court Efficiency (JUSTICE) conversion.

Linda Sanchez-Masi, Chief Deputy Clerk of the District Court, estimated the cost at \$5,000 for the scanner, computer and software.

**MOTION:** Hudkins moved and Stevens seconded to authorize the Clerk of the District Court to purchase the scanner, computer and ancillary equipment at a cost of approximately \$5,000. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

**8 JUSTICE COUNCIL COORDINATOR** - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, outlined Justice Council responsibilities and presented a list of activities that she said would be in the best interest of the County to continue (Exhibit J). She also distributed copies of the Human Services Calendar (Exhibit K).

Brief discussion took place regarding the cost of adding a Justice Council Coordinator position.

Dave Kroeker, Budget and Fiscal Officer, explained that it is too late in the budget process to ask the City to share in the cost.

Schorr suggested that it may be less costly to add support staff. She asked whether it would be beneficial to expand Ann Hobbs' contract.

Boesch said Hobbs is an evaluation specialist and suggested that her role be expanded to include the adult component.

Board consensus was to schedule additional discussion with Boesch; Kim Etherton, Alternatives to Incarceration Director; Steve Rowoldt, Chief Probation Officer in County Court Probation; and Gordon Kissel, Legislative Consultant.

**9 CHANGES TO ADOPTED BUDGET, \$0.15 RURAL LEVY** - Dave Kroeker, Budget and Fiscal Officer

**Changes to Adopted Budget**

Dave Kroeker, Budget and Fiscal Officer, reviewed Possible Budget Adjustments (Exhibit L).

Board consensus was to decrease the Contingency Fund accordingly.

## **\$0.15 Rural Levy**

Kroeker presented the following (Exhibit M):

- \* Lancaster County Allocation of Levy 2002-03 (Certified Values - Excess to Fire Districts)
- \* Lancaster County Allocation of Levy 2003-04 (Estimated Values - Reduce RTSD)
- \* Lancaster County Allocation of Levy 2003-04 (Actual Values)
- \* FY03 Tax & Levy Information on Lancaster County Fire Districts (As of 8/21/02 Using Certified Values)
- \* FY03 Tax & Levy Information on Lancaster County Fire Districts (As of 8/13/03 Using Estimated Values Not Final - Used 7% Est. Increase in Lancaster and 3% Est. Increase for Other Counties)
- \* FY03 Tax & Levy Information on Lancaster County Fire Districts (As of 8/18/03 Using Final Values)
- \* Lancaster County Agricultural Society Capital Request Worksheet

**MOTION:** Hudkins moved and Workman seconded to accept the figures in Lancaster County Allocation of Levy 2003-04 (Actual Values).

Stevens said he would prefer to see funds go to the Railroad Transportation Safety District (RTSD) rather than to fund the Ag Society's capital request. He said an alternative would be to lower the tax rate and not use the full \$0.15 cent allocation of levy.

Workman suggested reducing the RTSD by 14% (the amount property values are estimated to increase).

Kroeker said he believes that would be too severe of a cut.

Schorr suggested reducing the Ag Society's capital request by \$70,000 (the approximate amount requested for the facility sign).

**ROLL CALL:** Hudkins, Heier and Workman voted aye. Stevens and Schorr voted no. Motion carried.

## **10 ACTION ITEMS**

- A. Common Agenda Items (September 2, 2003)

Item moved forward on the agenda.

- B. Fall Retreat Date

The Board scheduled the retreat on October 23, 2003.

- C. Visitors Promotion Advisory Committee (VPAC) Recommendation of Contingency Fund Award Not to Exceed \$500 for Organic Crop Improvement Association Annual Meeting (February 9-14, 2004)
- D. Letter to Substance Abuse Mental Health Services Administration Designating Judith Tannahill, Community Mental Health Center, as Person Responsible for Jail Diversion Grant Draw Down

Items C and D were moved forward on the agenda.

## **11 ADMINISTRATIVE OFFICER REPORT**

- A. LR 91 (Ordinance Powers for Counties)

Item held.

- B. Amusement License Request from University Place Art Center

Item moved forward on the agenda.

- C. Software Maintenance Agreement for Records & Information Management (\$2,178)

A cost revision of \$2,574 was noted (see agenda packet).

**MOTION:** Schorr moved and Hudkins seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- D. Visitors Promotion Advisory Committee (VPAC) Recommendation to Appoint Jerry Barnes, General Manager of The Cornhusker Hotel, and John Chapo, Executive Director of the Folsom Children's Zoo, to the VPAC
- E. Letter to Department of Motor Vehicles Regarding Rural Address Changes

Items D and E were moved forward on the agenda.

## RETURNING TO COMMISSIONER MEETING REPORTS

- B. Monthly Meeting with Mayor, Public Building Commission (PBC)  
Chair and Vice Chair - Hudkins

Hudkins said discussion focused on construction of the new parking garage north of the County-City Building and future expansion of the Lincoln/Lancaster County Health Department.

## RETURNING TO ADDITIONS TO THE AGENDA

- B. Meeting with Representatives of Bryan/LGH Hospital

Eagan reported that Bryan/LGH Hospital is reluctant to discuss relevant issues in a public meeting and has repeated its request to schedule a meeting with participation by two Commissioners.

**MOTION:** Hudkins moved and Workman seconded to authorize the Chair, Vice Chair and Chief Administrative Officer to meet with representatives of Bryan/LGH Hospital. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- C. Hiring Requests:
  - 2. Community Corrections Field Specialist
  - 3. Community Corrections Coordinator

**MOTION:** Workman moved and Hudkins seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- D. Correspondence Regarding EMS, Inc. (Sent to the County Commissioners' Office)

Brief discussion took place regarding plans to dissolve the EMS, Inc. Board of Directors and to move oversight of Lincoln's emergency medical care system to the Lancaster County Medical Foundation.

- E. Lancaster Manor Advisory Committee (Commissioner Meeting Report)

Hudkins reported approval of six nursing scholarships.

## 12 ADJOURNMENT

**MOTION:** Stevens moved and Hudkins seconded to adjourn the meeting at 12:39 p.m. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk